

## **WESTFIELD BOARD OF PUBLIC WORKS AND SAFETY, December 2, 2010**

The Westfield Board of Public Works and Safety met in regular session Thursday December 2, 2010 at the Westfield City Service Center. Members present were Mayor Andy Cook and Mark Heirbrandt. Also present were Deputy Clerk-Treasurer Teresa Skelton and Attorney Brian Zaiger. Mark Heirbrandt called the meeting to order at 3:00P.M.

### **Action Item #1: Approval of Minutes:**

Mayor Cook made the motion to approve October 28, 2010 minutes of the Board of Public Works and Safety as submitted. Mark Heirbrandt seconded. Vote: Yes-2; No-0. Motion carried.

### **Presentations: 2010 Water & Wastewater Utilities Delinquent Account Charge-Offs:**

Director of Public Works Kurt Wanninger explained that this is an annual process that needs to be done for book keeping purposes in regard to delinquent accounts. He also explained that money can still be collected after the account is written off. Mark Heirbrandt asked how these write offs continue to be low amounts and why this continues to be a success. Kurt complimented Peg Richardson and her staff at Customer Service for the continued success. No action is required on this.

### **Action Item #2: Ordinance 10-27-Traffic Regulations:**

Kurt updated the Board on the regulations and road certifications. Mark Heirbrandt had questions on what changes have been made from last year and if golf carts are mentioned. After some discussion Mayor Cook made the motion to move this forward to the City Council. Mark Heirbrandt seconded. Vote: Yes-2; No-0. Motion carried.

### **Action Item # 3: Monon Trail, Phase 3:**

Parks Director Melody Jones announced that this will not be heard at this time.

### **Action Item #4: Bond Releases**

Performance Bond Release: Maple Knoll Sec 4A: Water, Sanitary, Storm, Street and Sidewalks:

Maintenance Bond Acceptance: Maple Knoll Sec 4A: Water, Sanitary, Storm, Street and Sidewalks:

Development Superintendent Harry Nikides explained that all requirements have been met.

Mayor Cook made the motion to release and accept the bonds for Maple Know Sec 4A as presented. Mark Heirbrandt seconded. Vote: Yes-2; No-0. Motion carried.

### **Action Item #5:**

*Unifirst Contract:*

Kurt Wanninger explained that this is a four year contract to supply uniforms and mats for the Public Safety Employee and one employee for Community Development. After some discussion Mayor Cook made the motion to enter in to this four year contract with Unifirst for 2011 as presented .

**Action Item #6:**

*Collaborative Chemical Bid Contract:*

Supervisor for Water Bryan Forkner presented the cost analysis while explaining the savings. Mayor Cook made the motion to accept the bid for Collaborative Chemical as presented. Mark Heirbrandt seconded. Vote: Yes-2; No-0. Motion carried.

**Action Item # 7: Memorandum of Understanding (MOU)**

*Conflict of Interest Disclosure Statement-Electric Wiring on Generator at Westfield Fire Dept:*

Fire Chief Todd Burtron explained that this is a routine disclosure for replacing the electrical wiring on the generator at Westfield Fire Dept.

Mayor Cook made the motion to accept the Conflict of Interest Disclosure Statement as presented. Mark Heirbrandt seconded. Vote: Yes-2; No-0. Motion carried.

**Consent Agenda:**

*2011 Schedule of Meetings:*

Mayor Cook made the motion to accept the 2011 Board of Public Works scheduled meetings as presented. Mark Heirbrandt seconded. Vote: Yes-2; No-0. Motion carried.

*Approval of Police Officer Conditional Offer of Employment:*

Assistant Police Chief Scott Jordan is requesting that the selected officer be presented with a conditional offer.

Mayor Cook made the motion to authorize the Police Department on making a conditional offer for employment to the selected officer through the hiring process. Mark Heirbrandt seconded. Vote: Yes-2; No-0. Motion carried.

**Department Reports:**

*Police Dept:* Assistant Chief Scott Jordan  
Refer to reports

*Fire Dept:* Chief Todd Burtron  
Refer to reports

*Parks Dept:* Melody Jones  
Refer to reports

*Public Works:* Kurt Wanninger  
Refer to reports

*Community Development:* Matt Skelton  
Refer to reports

With no further business the meeting was adjourned at 3:45P.M.

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Deputy Clerk-Treasurer

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Board of Public Works and Safety